

Chapter 13 Filing

(Effective October 1, 2006)

- ☐ **FILING FEE: \$274.00.** Clerk's office does not accept personal checks or credit cards from debtor(s). See Local Rule 1006(c).
- ☐ **COPIES: Clerk's office will keep the original only.**
- ☐ **PRIVACY RULES:** Rules and forms have been changed to allow the use of only the last four digits of the Social Security number in captions and forms filed in a case. It is the responsibility of the filer to redact the information no longer required by the FRBP and revised forms.
- ☐ **VERIFIED STATEMENT OF DEBTOR(S)' SOCIAL SECURITY NUMBER:** Debtors will be required to submit (not file) with the Court, a verified statement of the debtor's full Social Security number (Official form 21). This document will be maintained by the clerk, but it will not be a part of the official file and will not be a public record.

*****TOGETHER AND IN THIS ORDER***** (Please NO staples or punched holes—clips allowed)

- ☐ **VOLUNTARY PETITION PAGES:**
Page 1 must be completed. Page 2 must be completed. Attorney's signature and date on Exhibit "B". Check a box in Exhibit C section. If yes is checked, attach completed Form B1 (Exhibit C). Page 3 must be completed and contain date, signature and OBA number of attorney. See Local Rule 9004(d). Exact signature(s) of debtor(s) on unsworn declaration, date of execution within 10 days of filing date. If pro se, petition must contain daytime telephone number of debtor(s) or number where debtor(s) may be reached.
 - ☐ **Completed Exhibit D to the Petition, with Certificate of Credit Counseling attached.** Required for each voluntary individual debtor.
 - ☐ **SUMMARY OF SCHEDULES**
 - ☐ **STATISTICAL SUMMARY OF CERTAIN LIABILITIES AND RELATED DATA:** Required for voluntary individual consumer debtors.
 - ☐ **SCHEDULES A, B, C, D, E, F, G, H, I, and J**
 - ☐ **DECLARATION CONCERNING DEBTOR'S SCHEDULES:** Signature of debtor(s) and date of execution within 10 days of filing.
 - ☐ **STATEMENT OF FINANCIAL AFFAIRS:** Signature of debtor(s) and date of execution within 10 days of filing date.
 - ☐ **VERIFICATION AS TO OFFICIAL MAILING MATRIX:** Each submission of the mailing matrix, whether on diskette or CD, shall be accompanied by a Verification as to Matrix in the format outlined by the Clerk.
 - ☐ **STATEMENT OF ATTORNEY'S COMPENSATION:** Signature of attorney and date of execution.
 - ☐ **DISCLOSURE OF COMPENSATION OF BANKRUPTCY PETITION PREPARER (Form B280)** (if applicable)
 - ☐ **NOTICE TO DEBTOR BY NON-ATTORNEY BANKRUPTCY PETITION PREPARER (Form B19B)** (if applicable)
 - ☐ **DECLARATION AND SIGNATURE OF NON-ATTORNEY BANKRUPTCY PETITION PREPARER (Form B19A)** (if applicable)
 - ☐ **NOTICE TO INDIVIDUAL CONSUMER DEBTORS:** Pro Se Individual only.
- *****SUBMITTED SEPARATELY WITH COVER SHEETS AND PROPER SIGNATURES*****
- ☐ **STATEMENT OF CURRENT MONTHLY INCOME AND CALCULATION OF COMMITMENT PERIOD AND DISPOSABLE INCOME (Form 22C):** (for individual only). If your income is above the state median, complete the **Disposable Income Calculation Form**. Must be styled as a pleading or have a cover sheet with style and case number per Bankruptcy Rule 1005.
 - ☐ **PAYMENT ADVICES CERTIFICATION** - required for each voluntary individual debtor with redacted pay stubs (if applicable) attached.
 - ☐ **PLAN:** When a plan is not submitted with the Petition at the time of filing, Counsel for debtor(s) shall adhere to the following instructions: Counsel for debtor(s) should not mail the plan until he receives the Order of Confirmation Hearing from the Court. At that time, the Plan and Order shall immediately be served upon creditors and parties in interest. Counsel for debtor(s) shall file an Affidavit of Service at the time of mailing. When a Plan is filed immediately after the Petition, the Clerk's office will mail a copy of the Plan to all creditors. See Local Rule 3015.

- ☐ **CREDITORS ON DISKETTE (MAILING MATRIX):** The official mailing matrix (creditor list) must be provided to the court in electronic format. The matrix in electronic format may be submitted on 3.5-inch "floppy" disk or CD ROM. The floppy or CD should be labeled with the name of the attorney, the debtor, and the date. **Each disk should contain the matrix for only one case.** The file shall be in the ASCII file format with an appropriate text extension (.txt). Instructions for preparing the matrix in proper electronic format are available from the Clerk and on the Court's website at www.oknb.uscourts.gov2
- ☐ **AMENDED SCHEDULES OR AMENDMENTS TO SCHEDULES:** Must be styled as a pleading or have a cover sheet with style and case number per Bankruptcy Rule 1005. The amendment must be signed by the debtor(s), contain an unsworn declaration under penalty of perjury and date of execution must be within 10 days of filing date. If filing amended/amendments to Schedule D, E, or F, a \$26.00 filing fee per schedule is required if filed separately. If amendments are combined into one single pleading (with a cover sheet stating the Schedules to be amended), then a single fee of \$26.00 is required. See Local Rule 1009(b).
- ☐ **AMENDMENT TO MAILING MATRIX (CREDITOR LIST):** See Local Rule 1007(d)(4). A \$26.00 filing fee is required. If Amendment to Creditor List is filed concurrently with Amended Schedules, a single fee of \$26.00 may be paid. Must be accompanied by Verification signed by debtor(s). Amendments to the mailing matrix (creditor list) shall be made in electronic format but shall contain only names and addresses to be added to the list. If creditors are to be removed from the list, a pleading should be filed requesting that removal.
- ☐ **NOTE:** Any petition, list, schedule, statement of financial affairs, or amendment to such documents, which is presented for filing more than 10 days after having been executed by the debtor, shall be accompanied by a statement, signed by the debtor(s), that no change in circumstances has occurred in the interim.
See Local Rule 1008.
- ☐ **AMENDED STATEMENT OF SOCIAL SECURITY NUMBER
BANKRUPTCY RULE 1009(c)**
If a Debtor becomes aware that the Social Security Number submitted is incorrect, the Debtor shall promptly submit an amended verified Statement of Social Security Number (Official Form 21) setting forth the correct Social Security Number. The Debtor shall give notice of the amendment to all of the entities listed on the Official Creditor Mailing List. Debtor shall file with the Clerk's Office a Certificate of Service listing all creditors who were notified, and attach a copy of the amended Statement, listing only the last four digits of the Social Security Number (see example).
Example: *-**-1234**
- ☐ **IF YOU HAVE QUESTIONS, PLEASE CALL THE BANKRUPTCY CLERK'S OFFICE AT (918) 699-4000.**